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25 MAR 1980

MEMORANDUM FOR: Deputy Director of Security (PTOS)

FROM: James H. McDonald  
Director of Logistics

SUBJECT: CIA's Annual Occupational Safety and Health Report ☐

REFERENCE: Multi adse memo, fr DD/PTOS, dtd 3 Mar 80, same subj. (OS 0 0549; OL 0 0989)

1. In response to referent memorandum, this office has reviewed its past performance in the area of occupational safety and health. One of our major accomplishments that we are particularly proud of is the establishment of a safety and health program which encompasses all phases of our operations. This program is designed to promote recognition of safety and health standards within the Office of Logistics (OL) and permit uniformity of application. This program is further evidence of our total commitment to emphasize safety awareness and ensure that OL personnel are provided with a working environment free of safety and health hazards. ☐

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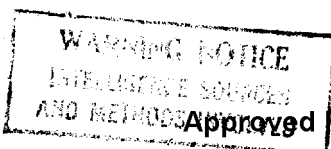
2. Listed below are the significant safety and health measures we have initiated and implemented in addition to our safety and health program. ☐

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a. Safety and Health Committee

To implement the OL safety and health program, a Safety and Health Committee has been established. The committee is dedicated to the development and implementation of a uniform safety and health program within OL and to stimulate employee involvement and awareness. The committee will assess past performance and seek innovative approaches for program improvement. The committee will also participate in the translation of statutory requirements into practical applications within the OL and ensure strict conformance to policy directives contained in the Occupational Safety and Health Act of 1970 (OSHA) and other regulatory statutes concerning

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safety and health standards. The Committee will further review and coordinate all internal-sponsored safety and health programs to ensure uniformity and standard application. ☐

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b. Inspection

(1) OL continued to follow OSHA guidelines and the "Man and Manager Techniques" in carrying out prescribed inspections of OL's major facilities. These inspections were augmented by periodic inspections conducted by management and supervisory personnel to ensure a healthy and safe working environment and to eliminate potential work hazards and health risk areas. Meetings were routinely held to discuss specific safety problems and explore ways to resolve them. Some problems with hazardous material, such as inks and solvents used in our printing plant, still remain unsolved. ☐

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(2) With the assistance of the General Services Administration's Fire Marshall's Office, all fire extinguishers within the ☐ were inspected. ☐

c. Training

(1) Three forklift operator training courses were held for new operators. In addition, a forklift training film "Color of Danger" was shown to all forklift operators. ☐

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(2) Four 3-hour training sessions were held ☐ to enhance ☐

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(3) A number of OL employees attended a two-day Cardiopulmonary Resuscitation Course (CPR) offered by the Office of Medical Services and a Basic Health and Safety Course. ☐

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(4) Selected personnel continue to maintain their proficiency in life saving techniques in CPR as well as maintaining a capability with various resuscitation equipment. ☐

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d. Employee Awareness Program

(1) Safety and health posters are prominently displayed and safety handout material is made available to all employees. ☐

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(2) Equipment warning signs were installed in the Headquarters Building. ☐

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(3) Warning signs were attached to the automatic doors at the northeast entrance of the Headquarters Building to alert users that the doors open outward. ☐

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e. Safety Equipment and Other Enhancements

(1) Installed a safety parabolic mirror in a major traffic aisle in southeast corner of ☐

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(2) Upgraded the emergency shutdown of all fans and heating units at the ☐ All fans and heating units are now automatically shut down at the sounding of the fire alarm bell, thereby preventing the spread of fire. (Funded by GSA.) ☐

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(3) Procured eye-wash kits, first aid kits, fire axes, fire extinguishers, safety shoes, goggles, face shields, aprons, gloves, coveralls, and prescription safety eyeglasses as required. ☐

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(4) Replaced aluminum conductors with copper in GC-47 Headquarters Building to reduce the chance of a hot breakers fire. ☐

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(5) Installation is underway of an explosive gas detection system for the ☐ at the Headquarters Building. ☐

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(6) Installed a chain hoist and drum lifter at the Headquarters Building to lift the 55-gallon ☐ up to floor level. ☐

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(7) Lighting was installed beside the entrance steps to the auditorium at Headquarters. ☐

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(8) Equipment in the Headquarters garage was inspected and upgraded where necessary to meet OSHA standards. Emergency lanterns were strategically placed throughout the garage area. ☐

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(9) Initiated a program to upgrade the Autocall alarm system in the Headquarters Building. ☐

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(10) Initiated an investigation into potential safety hazards of the ☐ conveyor belt system ☐

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f. Health

(1) The Headquarters physical fitness room was redesigned to provide a more functional arrangement. New lockers were installed which are raised off the floor to avoid dust accumulation. A new ceiling was installed to keep the dust from above from settling over the area and carpeting was installed in certain areas. ☐

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g. Projects Being Planned

(1) Installation of 2400 feet of 12-inch pipe

(2) Installation of fire curtains throughout the ☐ with an estimated cost of \$100,000. (GSA funding.) ☐

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(3) Expansion of the sprinkler systems and increased fire protection in the Headquarters Building. The design stage is underway with construction scheduled during FY 80 at an estimated cost of \$500,000. (GSA funding.) ☐

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(4) Provide fire barriers in the Headquarters Building (sealing off of wall and floor penetrations) in FY 80 with an estimated cost of \$323,000. ☐

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(5) Correct short circuiting of electrical system in the Headquarters Building during FY 80 at an approximate cost of \$120,000. ☐

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2. The programs listed in paragraphs 1(d) through (f) cost approximately \$143,638. ☐

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3. Please contact ☐ Plans and Programs Staff, OL, extension ☐ if we can be of further assistance. ☐

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/s/ James H. McDonald

James H. McDonald

cc: Chairman, OL Safety and Health Committee

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(20 Mar 80)

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